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ABSTRACT

Presented is a bibliography of materials and resources related to the training and utilization of paraprofessionals in special education. Materials are divided into three categories: general information, training models, and training materials. General information entries usually include author, title, source, publication date, and pagination. Entries on training models at state education agencies and institutions of higher education and training materials usually include an address as well as a brief description of the available materials. (SBH)

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Training of Paraprofessionals in Special Education: A Selected Bibliography

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This paper is one in a series prepared by the New Careers Training Laboratory as part of work supported by the Bureau of Education for the Handicapped, USOE (Grant number G-007-601-963).

The papers in the series are: 1) The Paraprofessional Movement in Special Education: Historical Perspective (A Review of the Literature), 2) Training of Paraprofessionals in Special Education: A Selected Bibliography, 3) Task Analysis for Paraprofessionals Working with Severely/Profoundly Handicapped Children and in "Mainstream" classrooms, 4) The Training and Utilization of Paraprofessionals in Special Education, 1977; Survey Results and Descriptions of Training Programs. They may be obtained from: The New Careers Training Laboratory, Center for Advanced Study in Education, Graduate School and University Center, City University of New York, 184 Fifth Avenue, New York, New York 10010.

The project was under the leadership of Anna Lou Pickett. We are appreciative of the assistance given to the work by Frances Dory, Mary-Beth Fafard, Phyllis Kelly and Barbara Reid, and the support of our project officer Edward Moore.

Alan Gartner
Project Director

The material contained in these papaers does not necessarily reflect the position or policy of the U.S. Office of Education and no official endorsement of the U.S.O.E. should be inferred.

Introduction

One of the most commonly shared concerns of all personnel involved with the training of paraprofessionals in special education is the lack of appropriate training material developed especially for paraprofessionals. This bibliography is only a beginning and we will continue to develop it throughout the grant.

This bibliography is a compilation of all materials and resources referred to in the review of the literature, survey of state directors of special education, institutes of higher education in a series of reports prepared by the New Careers Training Laboratory, Center for Advanced Study in Education, Graduate School and University Center, City University of New York during 1976-77. (For copies of these materials, please contact Anna Lou Pickett, at New Careers Training Laboratory, 184 Fifth Avenue, New York, New York 10010. The telephone number is (212) 924-4777). In addition, it contains other training materials, articles and publications not mentioned in the body of the reports, that may be useful to those interested in the development of a systematic approach for the training and utilization of paraprofessionals in special education.

The material is divided into the following broad categories:

1. General Information
2. Training Models
3. Training Materials

Addresses for agencies to contact are included for the sections on training models and materials. Information on costs of the material may be obtained directly.

Anna Lou Pickett

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II. Training Models - State Education Agencies and Institutions of Higher Education.

Arizona Department of Education, Division of Special Education; Project SELECT. Catalog of training modules and competencies available for Special Study Institutes from: Jerrie Ueberle, Education Program Specialist Division of Special Education, 1535 W. Jefferson Street, Phoenix, Arizona, 85007.

Kansas State Department of Education, Division of Special Education;

1. Description of Statewide Inservice Training Model available.

2. "Guidelines for the Administration and Utilization of Paraprofessionals and Training Aides" available Fall 1977. Phyllis Kelly, Coordinator Special Education Paraprofessional Programs, 120 East 10th Street, Topeka, Kansas, 66612.

Pennsylvania Department of Education, Division of Special Education; Pennsylvania Training Model - (PTM) - Statewide inservice model for personnel working with the severely/profoundly handicapped.

1. Program description available as well as training material outlined later. Available from: PTM, Slippery Rock State College, Slippery Rock, Pennsylvania.

Career Associate in Special Education: (CASE) Program Model and Competency Based Course Specifications (dissemination packet). Conducted under a grant from Bureau for the Education of the Handicapped, U.S.O.E., Santa Fe Community College, P.O. Box 1530, Gainesville, Florida, 32601.

Teaching Research Infant and Child Center; Fredericks, H.D. "Bud", A Data Based Classroom for the Moderately and Severely Handicapped, 1975. Lists of Training material available single copy $9.50. May be ordered from: Teaching Research, Monmouth, Oregon 97361.

Educational Programming for the Severely and Profoundly Handicapped. Edited by Sontag, E.; Smith, J.; Certo, N. A special publication of the Council for Exceptional Children, 1976. Contains the following articles:

a. Tucker, D.; Hornor, D. Competency Based Training of Paraprofessionals in Special Education.

b. McKenzie, H.S.; Hill, Mildred G.; Sousie, Susan P.; York, Robert and Baker, Ken. Special Education Programming to Facilitate Programs for the Severely Handicapped.

c. Other chapters describe teaching strategies in language and communications, curriculum and instruction, motor involvement. Available through: CEC Division on Mental Retardation, 1834 Meeting House Road, Boothwyn, Pennsylvania, 19061. $14.95 per copy.

Tucker, D.; Hornor, D. and Hollis, J. Competency Specifications for Paraprofessional Teaching Associates for the Severely and Profoundly Handicapped, 1976. This is a series of program modules detailing necessary competencies for paraprofessionals teaching the severely and profoundly handicapped. The modules include: a) right to education; b) introduction to operant behavior; c) measuring operant behavior; d) evaluation of operant procedures; e) strengthening operant behavior; f) weakening operant behavior; g) schedules of reinforcement; h) programming adaptive environments; i) curriculum planning; j) writing instructional objectives; k) self-help programs and several others. They may be obtained from: The Kansas Neurological Institute, Personnel Training Program, Topeka, Kansas, 66604.

Garrett, A. and others. Training in a Summer Camp Setting for Paraprofessionals Working with the Deaf and Hard of Hearing. 1975. These two manuals describe the training model used to train paraprofessionals to work with the deaf during two summer institutes and camping situations. They were developed by McLennon Community College in cooperation with the Texas Education Agency. Copies may be obtained from: McLennon Community College, Teacher Aide Program, 1400 College Drive, Waco, Texas, 76708.

The Mental Health Certificate Course, 1971. Ontario Department of Health, Mental Retardation Services Branch, Ottawa, Canada. This one year training program is an academic study/work related experience. The two year degree provides additional training in supervisory-management training. Curriculm and Competency Spedividations are available.

In addition to these specific program models, materials on curriculum development course descriptions, and competency specifications are available from many of the programs described in the section on IHE training programs.

III. Training Materials

Project ASSIST: The following training materials have been developed by the Developmental Training Center at Indiana University to train paraprofessionals working with handicapped children. The materials may be utilized during pre-service workshops or on a decentralized self-taught basis.

- Program I - Moderately Handicapped
- Program II - Mainstreaming (Available Fall 1977)
- Program III - Preschool (being developed, available in 1978-79)

Each package contains: a) Source book for Instructional Aides; b) Procedures manual; c) teachers guide; and d) 16 mm instructional films for both pre- and in-service training. The films may be purchased or rented. Available through Developmental Training Center, Indiana University, 2853 East 10th Street, Bloomington, Indiana.

University of Alaska - Anchorage Community College. Two training courses and manuals for paraprofessionals have been designed. They are:

a. Basic Development and Developmental Disabilities. A field based course designed to introduce the paraprofessional to the basic causes and signs of abnormal developments contrasted with normal child development.

b. Special Needs of the Young Exceptional Child. (Available after August 1, 1977). Six field based courses to train paraprofessionals in the areas of visual, motor, hearing disabilities and mental retardation.

These materials may be purchased through the Alaska Easter Seal Society, 726 E Street, Anchorage, Alaska, 99501

A catalog of materials for the Severely Handicapped - Developed by: The Florida Department of Health and Rehabilitative Sciences, 1311 Winewood Blvd., Tallahassee, Florida, 32301. This catalog contains descriptions of over 400 sources and materials that might be utilized to design programs for the severly handicapped. Many of the materials are applicable to all handicapping conditions and may be useful as training materials for paraprofessionals in all areas of special education. The general topics covered are: assessment, behavior modification, multiply handicapped, development of language, motor skills, self-help skills, parent involvement and programs for infants and preschool age.

Pennsylvania Training Model - The following training materials have been developed:

a. Fair, Ellen Somerten, Turner, Keith D., What to Teach, How to Teach, Did I Teach; The systematic Educational Planning and Evaluation of Instructional Programs for the Severely and Profoundly Handicapped, 1975.

b. Fair, Ellen S. and Turner, Keith D. Assessment and Systemic Educational Programming. PTM, 1975.

c. Slide Tapes and video tapes containing edited training sessions.

Project MORE: Daily Living Skills series includes the following programs: Ferenti, C., and others; Daily Living Skills of Eating, 1974. Steven, C.J., and others; Daily Living Skills of Handwashing, 1975. Ingenthron, D., and others; Daily Living Skills of Nose Blowing, 1975. Hornor, R.D., an others; Daily Living Skills of Toothbrushing, 1975. All of the above are available from: Erdmark Press, 1329 Northrup Way, Bellevue, Washington, 98005

Foster, Ray. Camelot Behavioral Scale. This is a tool that may be utilized by paraprofessionals working with the severely handicapped. Information is available from: The Kansas Neurological Institute, Project LEARN, Topeka, Kansas. 66604.

Foxx, R.M. and Azrin, N.H. Toilet Training the Retarded, 1974. Research Press, 2612 Nattis Avenue, Champaign, Illinois, 61820.

Hofmeister, A. and Atkinson, C. The Telepac Project. This service delivery model makes use of the following components: a) Telecommunications; b) parents as the basic treatment resource; and c) the technology of instructional packaging. The project provides services to handicapped children in rural areas through professional and parent cooperation. Information on this and a "parent library" is available from: Alan Hofmeister, Department of Special Education, University of Utah, Logan, Utah.

Kent, Louise. Language Acquisition Program for the Retarded or Multiply Impaired, 1974. Available from: Research Press 2612 Mattis Avenue, Champaign, Illinois, 61820.

In addition to these materials, many as yet unpublished training materials for paraprofessionals have been developed by IHE training programs and are mentioned in that section.